



DEPARTMENT OF THE NAVY

COMMANDER
NAVY REGION, MID-ATLANTIC
6506 HAMPTON BLVD.
NORFOLK, VA 23508-1273

IN REPLY REFER TO:

COMNAVREG MIDLANT
INST 1560.1
N1

19 NOV 2001

COMNAVREG MIDLANT INSTRUCTION 1560.1

Subj: COORDINATION OF NAVY VOLUNTARY EDUCATION PROGRAM

Ref: (a) DOD INST 1322.8
(b) DOD INST 1322.25
(c) SECNAVINST 1560.4
(d) OPNAVINST 1560.9
(e) CNETINST 1560.3

Encl: (1) Special Arrangements Contract, Model Format

1. Purpose. To provide policy and guidance concerning the coordination and administration of the Navy Voluntary Education Program (Navy College Program) within the Commander, Navy Region, Mid-Atlantic (COMNAVREG MIDLANT) area of responsibility.

2. Cancellation. COMNAVBASENORVAINST 1560.1B.

3. Background

a. References (a) through (e) provide policy on the establishment and administration of voluntary education programs for Navy personnel. To a society increasingly cognizant of educational achievement, and to a service with an absolute requirement to retain knowledgeable and competent personnel, voluntary education programs are of unquestionable value.

b. Reference (d) outlines the Navy Voluntary Education Programs with the following goals established as significant achievements for active duty personnel:

(1) A High School Diploma, or equivalent, for all personnel.

(2) An Associate Degree for enlisted personnel.

(3) A Bachelor's Degree for officers.

(4) A Graduate Degree for those who so desire.

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c. Voluntary education programs in the Navy were consolidated March 1974 under the Navy Campus as a recruitment and retention strategy. The Navy Campus Program has evolved into a continuing education program through which Navy personnel can pursue educational goals during their off-duty time.

d. The Navy College Program is a Chief of Naval Education and Training (CNET) voluntary education program directed locally by the Naval Education and Training Program Development and Technology Center (NETPDTC) through offices at Naval Station, Norfolk; Naval Amphibious Base, Little Creek; Naval Air Station, Oceana; NAS Oceana Detachment Dam Neck; and Naval Medical Center, Portsmouth. The coordination of the local Navy College Offices, on behalf of COMNAVREG MIDLANT, is provided through the Navy College Southeast Regional Director.

4. Action

a. The Navy College Southeast Regional Director (NETPDTC) is assigned Additional Duty (ADDU) to COMNAVREG MIDLANT, and in this capacity, will:

(1) Provide technical assistance and policy guidance to COMNAVREG MIDLANT regarding the Navy College Program.

(2) Ensure quarterly Education Services Officer workshops are offered.

(3) Coordinate Military Installation Voluntary Education Review (MIVER) site visits.

(4) Negotiate Special Arrangement Contracts (SACs) to provide in-state tuition for military personnel using Navy tuition assistance at public Institutions in Virginia.

(5) Ensure base programs are in compliance with policies and procedures established by references (a) through (e).

b. All Commanding Officers will encourage their personnel to participate in the Navy College Program, and will coordinate their requirements with the host Commanding Officer via the Navy College Office Director.

c. In support of these education programs, all Commanding Officers shall:

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(1) Prepare an instruction to implement the Navy College Program.

(2) Conduct educational needs assessment surveys in accordance with references (a) and (e), and develop a base education plan.

(3) Centralize the management of a station-wide voluntary education program which meets the needs of the military community as expressed on the Needs Assessment Survey(s) which does not duplicate courses or programs within their respective stations.

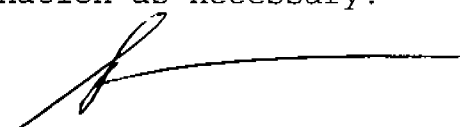
(4) Select civilian institutions to offer off-duty education programs and courses for active duty and Navy civilian employees, ensuring that there is no duplication of programs within their respective stations.

(5) Prepare and administer Memoranda of Understanding (MOU) which shall document programs of study and arrangements concerning facilities, funding, etc. The MOU (with all required attachments completed) will be executed between Host Commanding Officers and the institutions providing educational services. Each MOU will be screened and approved by the host Staff Judge Advocate prior to final signature.

(6) Publicize program and course offerings.

(7) Ascertain that all documents required for off-duty voluntary education programs are prepared in accordance with references (a) through (e) and enclosure (1).

(8) Communicate with COMNAVREG MIDLANT concerning on-base Navy College Program coordination as necessary.



S. E. BARKER
Chief of Staff

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SPECIAL ARRANGEMENTS CONTRACT

between

COMMANDER, NAVY REGION, MID-ATLANTIC (COMNAVREG MIDLANT)

and

The Special Arrangements Contract (SAC) is made by and between COMNAVREG MIDLANT (contracting officer) and _____ . The contracting officer and _____ agree as follows:

1. This SAC is established as permitted under s23-7.4 Section G of the Code of Virginia, as amended. Pursuant to the SAC, non-domiciliary Naval employees of area Naval installations that do not have a Memorandum of Understanding with _____, and who are enrolled in _____ courses of instruction on the _____ campuses, or on federal installations with which a SAC has been approved, shall receive the benefits of reduced tuition for such courses under the following conditions:

a. Such employees are receiving Navy Tuition Assistance Program Funds or the employer otherwise is assuming liability for the tuition for the courses;

The _____ courses of instruction are courses of group instruction or are on a student-by-student basis for specific employment related programs; and

b. The number of such employees receiving the benefits of reduced tuition does not exceed the institutional allocation determined by the formula established by The State Council of Higher Education for Virginia (SCHEV).

2. _____ will advise the contracting officer of changes in the maximum number of enrollments eligible for reduced tuition rates under this SAC. Changes occurring during a semester or session will not be effective until the commencement of the following semester or session, and the contracting officer will be advised of changes prior to their effective dates.

Enclosure (1)

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3. It is understood that the United States Navy assumes tuition liability for each person enrolled in a _____ course of instruction with Navy Tuition Assistance up to the applicable federal allowable limit.

4. _____ assumes full responsibility for reporting to SCHEV, as necessary, the number of those employees receiving the benefits of reduced tuition under this SAC.

5. This SAC shall be construed in accordance with s23-7.4 Section G of the Code of Virginia and with the Guidelines duly issued under the statute by SCHEV.

6. Either party may terminate this SAC by giving the other party written notice of an intent to terminate 180 days prior to the intended date of termination. If Virginia laws should change so as to render this SAC illegal or unenforceable, this SAC shall automatically terminate, with or without notice, upon the effective date of the change in the law. In the event of such a change in the law, _____ will notify the contracting officer of the change in the law as soon as possible after legislative action is completed.

7. No change or modification of this SAC shall be effective unless in writing and signed by the duly authorized representatives of both parties.

8. This SAC will expire twenty-four (24) months after the date of execution unless extended in writing by both parties.

COMMANDER, NAVY REGION,
MID-ATLANTIC

COLLEGE

By (name)

By (name)

Title

Title

Signature

Signature

Date

Date